

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: October 5, 2017 Time: 7:00 PM
Rescheduled from September 25, 2017 due to lack of a quorum

Present: Rita Rolfe, Maggie Steyn, Kevin Cassick, Mary Wieland, Karren Swayze, Heather Crumlish
Paul Inskeep & Sonora Miller

Excused: Diana Newton & Jan Mathews

Call to order: By Rita Rolfe at 6:58 PM

Comments from the public: None

Minutes: The minutes of the June 26, 2017 meeting were read. Motion to approve, Karren Swayze, second, Maggie Steyn. Motion carried.

Notes from September 25, 2017 meeting: Pat Fagan had been invited to this meeting to discuss and quote on designing a new Website for YFL Pat was Sonora's choice and had given Pat the specifications needed to quote. The quote of \$2,500 was explained in detail and a new logo was suggested. Funding could be part of the Senator Ort's "gift" money received this September. The website would have approx. 60 pages and more could be added if the Friends care to use the site also.

Treasurer's Report: Maggie distributed (2) reports dating from May 1 thru August 31 showing revenues & expenditures along with the respective balance sheets. We have received to date Town of Porter, Niagara County and Senator Ort's revenues, but not the Village's revenue. Annual drive has been started and some income has been realized. Staffing expenditures are slightly up because of extra hours for part time employees. At present we are 66% thru the year and our expenditures to date are 66% of projected budget. Motion made "To accept the financial reports from 5/1/17 thru 8/31/17 as presented" Paul Inskeep, second Karren Swayze. Motion carried.

Directors Report:

- Sonora reported that the A/C unit has been serviced and sound deadening technology has been added. The drain issue has been addressed for more efficiency.
- In mid-July Sonitrol inspected the security cameras and provided software training at no cost.
- Carpeting has been cleaned.
- Starting in September the Library Programming Room is being used for all programs that used to be held in the Libraries collection rooms. These include story times, builders club, Lego club and others. The town of Porter has moved all of their supplies to this room freeing up 100% more space in the lower cabinets in the area downstairs.
- Sonora presented a proposal from the Town of Porter for a mural to be painted on the wall in the Programming room, which they feel the Library should pay for. Sonora and others on the board feel that a hanging mural painted on canvas would be a better choice because of portability. Cost approx. \$295. Motion made: "To discuss having a mural made for this room." Mary Wieland, Second Karren Swayze. Motion carried. After much discussion about local artists, funding, room used by adults also (not just children) Rita suggested a smaller than proposed mural rather than the entire wall, depicting that the room is not entirely used by children. Other funding suggestions instead of the library; Town of Porter or Friends of the library. After all the discussions a motion was made: "To not spend any money on a singular mural when there is other items that could be purchased for this room" Maggie Steyn, second Paul Inskeep Discussion: Possibly have children make a series of drawings and put up on wall rather than one artist. The motion was called

and was approved by the majority. Motion passed. There seemed to be some confusion on this second vote which brought more discussion on the subject mural. The confusion was, did we vote down the mural or only the full expenditure from the Library? Not wanting to alienate the town of Porter for future funding, etc. A new motion was made: "To approve \$150 from grant money for the purpose of purchasing a removable children's mural as designed by the local artist for the Program room" Heather Crumlish, Second Mary Wieland. Motion approved by majority. Motion carried. Heather and Rita along with Sonora will tell the Town of Porter story hour people our decision.

- We received our \$5,000 grant from Sen. Ortt.
- Continually working on improvements to collections and space.
- In July Sonora completed training in Opioid overdose prevention and is certified to administer Intranasal Naloxone to prevent death from overdose. 2 doses are kept in the safe at the Library for emergency.
- The summer reading program DOUBLED from last year with over 900 participating.
- The new patron internet computers are installed and running with all the "bells and whistles"
- These are but the highlights of the director's report. **For more information see the Director's report which was accepted and filed (report dated September 2017)**

Correspondence: Jan Matthews received a thank you from Nicolette Radomski, Ruby Cary scholarship winner. She also sent out 3 thank you notes

Friends of the Library:

- Saturday October 7th will be "Arts and Music festival" in the park from 11-6pm. Friends will be doing a reading time and the books may be taken home.
- Heidi has developed a Fall story walk along the parkway, similar to last year.
- Rita urged all Trustees to join the Friends.
- Rita also suggested that we present our financial plans to the Friends at a mutual date.

Committee Reports:

- **Finance Committee-**Maggie reported that she met with Sonora to discuss our current financial practices and procedures and Sonora shared her past procedures from her last position. They both agreed that there is more to do for compliance and to achieve more transparency. Maggie's goal is to put out another RFQ for accounting and payroll services before year end. The purpose is to further streamline the entire procedure. The Comm. met in late August to review the 2018 budget and our investment portfolio. A letter has been written to NIOGA requesting that some of Sonora's traveling expense be picked up by them. While Sonora is away at special meetings the Library must be staffed by part timers and this is an extra expense.
- **Personnel Committee-** Paul covered the Paid Family Leave (PFL) policy that will go into effect Jan.1, 2018. Since YFL is an association library we are obligated to enable our employees to participate. None of our employees (Sonora, part timers and our Page) may opt out. There is no cost to the library. Max. contributions from individuals will range from \$0.15-\$1.10 per week. The premiums are part of the disability insurance and will be automatically deducted from the employees pay by our payroll provider. Maggie has spoken to Hartford Ins. (our carrier) and they are aware that we will be paying the additional premiums. Paul/Personnel comm. will send letter to Sonora spelling this information out who in turn will communicate with her staff.
- **Nominating Committee-** Heather outline our present board of 9 Trustees and as of January we will have one member going off the board, however our bi-laws allows us to have 11. (presently being revamped to 9-13 if approved). We are presently looking for new trustees with a good technical background (computer, electronic social media, well rounded individual)and other skills that would enhance the present board. We will be advertising via NIOGA, Sentinel and other means. There are 5 possible candidates so far and Heather would like as many names with full contact information as possible in the next 3-4 weeks for our annual meeting in January 2018. Rita mentioned the ones going of the "Friends" board as possibilities.

Karren brought up the possibility of a high school student being on the board. The idea was very receptive. We also need a slate of officers for November for 2018.

- **Governing Committee-** Karren reviewed 8 pages that her group had rewritten or modified . Once the by-laws have been completed they will be presented to the board for discussion and/or approval. So far they have covered; Mission statement, Board organization, Meetings, Committees and Library Director. Karren and her committee have worked hard on these changes and Karren thanked the entire group for their steady commitment to overhauling the by-laws.

Old Business:

Town and Village funding-Heather, Rita and Sonora met with Town of Porter Supervisor and explained that another part time employee is needed to free up Sonora to enable her to carry out the programs needed for future Library growth and our present budget will not allow this to happen. We requested an additional \$15,440 from the town. A meeting with Raleigh Reynolds the Youngstown mayor is planned also to discuss increase in revenue. Our gross income from the village is \$14,000 less \$12,000 rent leaving a \$2,000 net income.. We are the only Library in the entire NIOGA system that pays rent of more than \$1.00 per year. This will be discussed at the meeting with Raleigh.

Funding Options- At the September 21 meeting with NIOGA we were told that we cannot keep depending on donations and eventually will have to go to a community funding process, especially since we are running on a deficit budget. They advised us to; complete our 5 year plan, cost out the 5 year plan, review our present funding source, build our resources and build our defense. There are other hurdles that must be addressed, but all in all this seems to be the best plan for future grow. Rita added that we were still in the investigation stage, but NIOGA had offered to pay for a feasibility study should we decide to proceed further.

New Business:

YFL Web Site-Motion “To hire Pat Fagan, consultant to create our YFL website for a cost of \$2500 taken from the Senator Ortt grant” Karren Swayze, second Kevin Cassick . Discussion: Karren: In the quotation there is a \$40/hr charge, what is this for? Sonora: This would be the charge if more pages were needed at a later date. Sonora will be able to do the maintenance and updating on the website, so possibly there will be no need for additional charges in the future. Maggie questioned if this should be sent out for bids with other vendors. Since we are in need ASAP and Pat Fagan has a great record with other libraries and is competitive we felt that a single quote was imperative, Sonora will send board members links to other websites Pat has done. Call for vote: Motion carried. Discussion ensued on the Library Logo, majority felt that we should keep the present “building design“. Utilizing Pat Fagan as our consultant for the future was put on hold until next meeting.

Little Library-The small “Take a book” library that once was in the park has been rebuilt (after damage) and needs a new location. Rita thought it was decided to install on Water St. and Main or Hinman and Main. Heather thought that the Water St. location was best, because of the tourist and shuttle stop.

Next meeting: Monday October 23, 2017 @ 7:00pm

Motion to Adjourn: Maggie Steyn/Kevin Cassick. Motion carried, Meeting adjourn at 9:09pm

Respectively submitted: Paul Inskeep, Recording Secretary

Board of Trustees 2017, Youngstown Free Library

Notes on Meeting of YFL Finance Committee and NIOGA

September 21, 2017

Present: Tom Bindeman, Lisa Erickson (NIOGA) Sonora Miller, Jan Matthews, Maggie Steyn, Rita Rolfe

Purpose: Several questions and issues regarding alternative funding options remained. The major discussion was around these questions.

The YFL Board is advised by NIOGA to:

- complete our five- year plan
- determine costs of five- year plan
- look at our present funding sources, are we able to get more and sufficient funding from them?
- build our resources
- build our defenses/rationale for requiring additional funding and going to a vote.

The question to consider is: **Do we have adequate funding to get this Library into the 21st century?**

In terms of budget forecast: plan costs for five years, put in cost of living and anticipated additional costs. Divide by five years to determine how much the Library would need to raise in taxes each year.

We will need to have an audit prior to going to a vote.

The Board needs to be united and speak with one voice.

Costs from experience with other NIOGA libraries is \$15,000 to \$35,000, most were at the \$15,000 to \$17,000 range. Money may **not** be taken from the Library operating funds to carry on a campaign. NIOGA is willing to provide some funding, the remainder may be paid from reserves, or come from public, Friends.

Options:

Neither Ransomville nor Lewiston are interested in community funding now.

This leaves Youngstown Free Library with the option of what is known as the 414, the municipal plan.

The 414 would require the Town of Porter to place our funding request on the ballot.

The entire Town would vote, Ransomville Library would not be affected, but the population there would vote. It would be important that YFL do outreach into all areas of the Town providing them rational and motivation. The population of the Town of Porter is 6,771 at last census.

YFL would remain as an association library, but we would rename. We could become the Youngstown-Porter Community Library or the Youngstown Community Library. We would not have to abide by Civil Service Laws and would not have to re-charter. Trustees would need to be elected. If the Board of Trustees wished to increase the amount of revenue from taxes in any year, it would have to be voted on again. After the first year's vote, the amount raised is constant each year thereafter until there is the need to go to a vote for an increase. Under the 414 the Board is not allowed to bond.

It is recommended that the YFL Board hire a consultant to help us make the decision. NIOGA will pay for the consultant and is recommending either Pat Fagan or Libby Post.

We also should be talking to other Libraries that have been through the process. A good candidate is Wilson Library, contact Marge Wilson. Other libraries to contact are, Corfu, Barker, Newfane (Chris or Janet).

YFL should also be in close contact with all our officials including State Senator Ortt and Assemblyman Norris.

Also discussed:

NIOGA sponsored Trustee Website which would contain shared policies, and information such as steps to municipal funding and hiring procedures etc.

Our To Do List:

Finalize our long-term plan

Cost out long-term plan

Talk with present funding sources

Hire a consultant

Contact other Libraries for more information

Create a task and time line to better understand the steps to 414 should we decide to go in this direction.

Get an audit

Meeting Notes from a Discussion held between some of the Trustees and the Library Director

Discussion Date: September 25th, 2017

Present: Rita Rolfe, Sonora Miller, Heather Crumlish, Mary Wieland, Kevin Cassick, Maggie Steyn

Absent: Paul Inskeep, Diana Newton, Karran Swayze, Jan Mathews

Guest: Patt Fagan,

Discussion:

The meeting was convened, anticipating a Regular Board Meeting agenda, but due to the lack of a quorum, this meeting was cancelled.

However, those present remained for a discussion session.

We were fortunate that Patt Fagan had been able to join us. Patt was Sonora's choice to design and build us a new website.

Sonora circulated Patt's written quotation for the work. Per our previous meeting, we had already authorized the expenditure of \$2,500 for the design and delivery of some 60 web-pages, the development to be funded from part of Robert Ort's \$5,000 'bullet money' received this September.

Patt introduced herself and gave us some of background particularly in designing web-sites for other libraries in NIOGA. (Sanborn-Pekin, Newfane etc).

Sonora has already presented Patt with a schematic of the pages she would like to see on the site – some 60+ pages. There will also be an opportunity for the Friends to have a link and some pages.

The website will be mobile-compatible i.e. the code will be enabled for both PCs/laptops as well as mobile devices such as tablets and phones to display, the display adjusting to the size available.

It will still be hosted by NIOGA.

After the site is up and running, Patt recommended that we should be able to continue regular maintenance and changes using a software product "Surreal" service which should cost us about \$5 per month and enable us to maintain our site without changing code.

She thought it should take about 2 months to develop and that the payment schedule (\$2,500 in total) would be 50% to begin development and the balance on completion.



Patt also recommended that this would be a good time to develop a new logo for the Library. Rita requested that we retain some usage of the “Inform, Educate, Engage, Entertain” logo/banner that Molly Marietta of the ‘Friends’ had designed for us.

Pat assured us that it could be incorporated somewhere in the website.

We also discussed the possibility of including a page designed to accept Donations to the Library and for the Friends to accept Memberships. She was familiar with how to incorporate secure payment pages (Paypal etc.). There was some discussion whether we and the Friends would have access to donor name & address information, which we use for our mailing campaigns and newsletters.

Patt was thanked for her presentation.

We then went on to briefly discuss Patt’s experience and expertise regarding helping NIOGA libraries seek out alternative funding via school- or municipal- funding, as we have started to explore.

Patt has quite a resume of success in this arena also, and had a few samples of the publicity material that she had developed for other libraries – fliers, postcards, lawn signs etc.

She estimated that we would need to estimate spending some 12 months to make ourselves even more visible in the community with outreach etc. and then start the following year with starting to publish material and hold community meetings with the vote to be held later that same year (a 2-year process).

Rita added that we were still at the investigative stage but that NIOGA had offered to pay for us to do a Feasibility study of the process, should we decide to proceed further.

We thanked Patt for her time and she left the discussion.

Rita then went on to highlight some of the things that the Board needed to be addressing:

- The rent we pay to the Village
- Building security
- The possible impact of the new Town of Porter Supervisor

Rita then suggested other dates and times to try to reconvene a Board meeting and the discussion was adjourned.

Director's Report

September 2017

Building and Grounds

In June's Director's Report, I informed the Board that:

"H.W. Bryk and Sons have cleaned the air condition system filters, but they will be returning within the next week or so to add deadening technology to lower the sound of the fans in the children's and non-fiction rooms. They will also be fixing a drain issue in the Lockport room system which has caused the system to run continuously without efficiency."

At the time, no board members raised concerns about these repairs. As a result, I followed through, and these repairs were done at the beginning of September. However, the system's age required more labor than initially expected, and so the cost of service was higher than the verbal estimate I received in June from the service technician. These are long-term upgrades, and so I propose that the Board approach this repair from the budget standpoint of long-term planning.

In mid-July, Sonitrol came to inspect our security camera set-up and train me on using the software. This annual check-up is included in our contract with the company at no additional cost.

In mid-September, the Library carpets were cleaned by Magic Carpet Cleaning Services. This cleaning is provided by the Village's custodian, Stephen Kennedy.

Starting in September, the Library Programming Room is now being used for all programs, including those that used to be held in the Library's collection rooms. The Town of Porter has already held several story times upstairs, and the Builder's Club will be using the Library Programming Room regularly starting next month. The Town of Porter has also moved all their supplies to the upstairs storage area, which frees up 100% more lower level cabinet space in the office. Enclosed is a proposal from the Town of Porter Story Hour for a mural they would like to see painted to decorate the Library Programming Room.

After two weeks of discussion with the Village Office and Village Board, the Library re-possesses a key to allow staff to access Library storage areas and to provide access to those who have scheduled evening and weekend programs in the Village Center building. As I understand it, the Library may be moving its personnel and fiscal records to the Records Room in the basement next month.

The Library is required to turn in our signed annual rental contract to the Village in order to receive the Village's 2017 payment to the Library. I am seeking a clear consensus from the Board before turning in this rental contract.

Finally, the rotating art collection has been refreshed, and the Library is displaying a new series of photos and paintings this fall.

Collection & Space

Within the collection, the following changes have been made:

- Book and movie displays were put up for Harry Potter, helping the environment, school summer reading, summer beach reads, back to school, and staff picks.
- Magazine renewals are underway, and I am investigating the costs of adding several more titles to the collection due to the strong circulation this collection has experienced.
- The science fiction collection is slowly getting analyzed and weeded according to circulation statistics.
- Shifting has been done to better allocate the collection on the shelves in the fiction, juvenile fiction, and reference areas.

The inventory of the collection continues, and Amanda is taking a lead role in managing the technology, diagnosing, and fixing errors in the collection. The juvenile non-fiction collection has been inventoried, and missing books from that collection will either be replaced or have their catalog records deleted. Next up is the juvenile fiction section, and once the process is simplified, I will begin involving more volunteers to assist with the inventory process.

Community Partnerships & Outreach

I regularly attend the monthly Town of Porter meetings and the Village Board meetings to represent the Library to local political leaders and share information about the Library.

Board members Rita Rolfe, Maggie Steyn, and I regularly attend Youngstown Business and Professional Association meetings to represent the Library.

Grants

The Youngstown Free Library was awarded a 2017 Budget Aid grant of \$5,000. On July 19th, I attended the check presentation ceremony at the North Tonawanda Public Library.

Nioga/Member Library Partnerships & Continuing Education

Nioga is our essential partner in providing continuing education opportunities for staff, leading regular meetings of the ALMS consortium, and providing meeting space for consortium-wide committees. In the past year, I have been an active member of the community outreach and the public relations committees. Member libraries also benefit from Nioga's resource sharing (sharing use of button makers, children's storytime materials, and expensive inventory tech products).

Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555 www.youngstownfreelibrary.org

<i>Workshop Name /Committee</i>	<i>Date held</i>	<i>Purpose</i>	<i>Estimated Time</i>
ALMS Governing Council	June 28	regular business meeting for all Nioga member libraries	3 hours + 1 hour total travel time
---	July 18 & 26	resource sharing: button making for the Harry Potter party	2 hours + 1 hour total travel time each date
Nioga PR Committee Wrap-Up Meeting	July 31	Final meeting of the 2017 Check Out Challenge with PR Committee Members and Crowley-Webb (Buffalo PR firm and project collaborators)	2 hours + 1.5 hours total travel time
---	August 23	brainstorming session with Niagara University librarians, Niagara Falls director, Wilson director about planning a collaboration utilizing NU students in the libraries for programming or volunteering	1.5 hours + .75 hour travel time
Summer Reading Wrap-Up Program	September 13	Annual Summer Reading Wrap-up meeting, a short segment about services for special needs populations, and the 5th and final training for Every Child Ready to Read @ Your Library	DID NOT GO
Fall Directors' Meeting	September 20	Regular meeting of all Nioga directors	DID NOT GO
---	September 21	Q & A session with Finance Committee and Nioga administrators	2.5 hours

Starting this year, Nioga went above and beyond in order to provide every Nioga member library with an organizational membership to the New York Library Association *free of charge to the member libraries*. This membership saves each member library a great deal of money. NYLA membership provides members with discounts on continuing education, networking opportunities with state-wide library professionals, and ongoing access to library resources. For Youngstown Free Library, we were granted two associate memberships and memberships for *all* trustees. I have sent in that information in order to register the Library for these memberships.

On July 13, I completed a training in “opioid overdose prevention, including the use of intranasal naloxone to preventing death from an opioid overdose. This practice is legal under New York State Public Health Law section 3309 and under N.Y.C.R.R. Section 80.138” (*Certificate of Completion*, Erie County Dept. of Health). After receiving this hands-on training, I received 2 doses of intranasal naloxone to keep at the Library in case of emergency; this medical kit is now kept in the safe.

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Programming in the Library

The Summer Reading Season went on for nine weeks with our traditional programs. Over 900 people attended the Summer Reading Programs, doubling the number of attendees over last year's programs.

This summer we introduced the new Summer Reading Challenge. Children and teens got prizes for time spent reading. I have done this in previous libraries, and I am always astounded at the number of minutes that we achieve by the end of every summer! Children could join the challenge and start tracking their minutes anytime this summer.

In total, participants in the Summer Reading Challenge read a total of 67,800 minutes in the eleven weeks the program ran. Over twenty kids reached the highest prize level of reading 1,000 minutes!

<i>Summer Reading Programs</i>	<i>Dates held</i>
Town of Porter Story Hour	June 27 July 11, 18, 25 August 1, 8
Library Adventurers at Falkner Park	June 28 July 5, 12, 19, 26 August 2, 9, 16, 23
LEGO Club	June 29 July 6, 13, 20, 27 August 3, 10, 17, 24
Harry Potter's Birthday Party	July 31

<i>Adult Programs</i>	<i>Dates held</i>
Memory Loss, Dementia, and Alzheimer's Disease--hosted by the Alzheimer's Association of WNY	July 20
Book Club	July 12 August 9 September 13

Publicity Updates

We are an active presence on the following social media sites:

Facebook: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: <https://twitter.com/ytownlibrary>

Instagram: <https://www.instagram.com/youngstownfreelibrary>

Staff

3.1 Holidays: Holidays are determined by the schedule submitted to the Director in November. Hourly staff members are not paid for holiday closings.

3.2 Sick leave: Paid sick leave will be provided after working one full year. Leave will be determined by the calendar year, with proportion being determined after the first year of work until the end of that calendar year. Each employee will receive the total of one (1) week's worth of hours as sick leave. Unused sick leave may be accumulated to a total of double the hours allowed.

3.3 Personal Leave: Each employee shall be given one quarter (1/4) of average week's hours as personal leave. Personal leave does not accrue.

3.4 Annual Leave/Vacation: After the first full year of service, staff members are entitled to one (1) week paid vacation. After the second full year of service, staff members are eligible for two (2) weeks of paid vacation. After ten years of service, staff members are entitled for three (3) weeks of vacation. After twenty years of service, staff members are entitled for four (4) weeks of vacation. Staff members wishing to take vacation days rather than one week of paid leave may do so with the Director's permission, provided the cumulative hours do not exceed that person's average weekly pay. Vacation time may be accrued to a total of double days allowed. All vacation time is scheduled at the discretion of the Director. After the first year of employment, a proportioned numbers of hours are allotted until the end of calendar year."

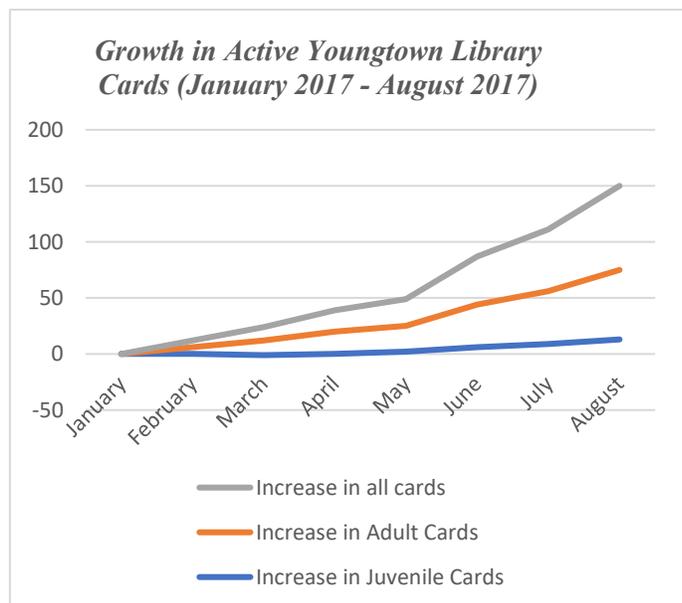
Current Earned Leave

Staff member	sick hours	vacation hours	personal hours
Sonora Miller	24	39	10
Marcella Jones	18	22	2.25
Marlene Wessel	18	18	2.25
Amanda Hall	4.5	4.5	0

Statistics Snapshot

How many people have active Youngstown Library cards?

2017	Juv. cards	Adult cards	Total cards
January	397	1898	2295
February	397	1904	2301
March	396	1911	2307
April	397	1918	2315
May	399	1921	2320
June	403	1936	2339
July	406	1945	2351
August	411	1960	2371



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Technology

The new patron Internet computers are all installed and running smoothly. They are OS Windows 10 operating with the newest editions of Microsoft Office Suite, Mozilla Firefox, Google Chrome, Adobe Reader, and Deep Freeze. All three computers have been standardized with a welcoming home screen image, helpful bookmarks, and simplified icons and Start options. All computer printouts now route to the Office printer.

Planned for the fall are the following:

- the installation of the magnifier machine using a new monitor
- swapping out the Online Public Access Catalog (OPAC) computer
- continued inventory of the entire library collection

Volunteers

Thirteen-year old Robert provided assistance all summer long at LEGO Club's weekly building sessions, and Heather Yanofsky ran LEGO Club on the Thursday afternoon I needed to be away; thank you to you both!

Nine-year-old Olivia Ambrosia wanted to support the Youngstown Free Library this summer, so she led a fundraising bake sale at August 25th's summer concert in Falkner Park. An enormous thank you goes out to Olivia, Olivia's family, Mary Armstrong, and to everyone who bought something delicious! The bake sale raised an impressive \$220, but the community spirit its leaders and supporters showed was even more inspiring!

High school student Megan is currently volunteering weekly. She is working with Amanda on valuable collection corrections, collection updates, and the inventory process. I am delighted to welcome her to the team!

Thank you to our dedicated volunteers, Board members, and Friends; I am grateful for the help provided by all!

Respectfully submitted,

Sonora R. Miller
Library Director

**Youngstown Free
Library
2017**

Activity
05/01/2017 - Totals Year Remaining in %age of
BUDGET 2017 06/30/2017 to Date Budget Budget

REVENUE

TOWN OF PORTER	\$78,646.00		\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$6,000.00		\$0.00	\$6,000.00	
VILLAGE OF YOUNGSTOWN	\$14,000.00		\$0.00	\$14,000.00	
LOC. LIBRARY SERVICE AID	\$200.00		\$1,280.40	-\$1,080.40	640%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$1,300.00	\$165.43	\$929.43	\$370.57	71%
INTEREST	\$3,500.00	\$203.83	\$205.30	\$3,294.70	6%
GIFTS	\$1,000.00	\$15.57	\$409.57	\$590.43	41%
ANNUAL DRIVE	\$13,000.00		\$450.00	\$12,550.00	3%
MISCELLANEOUS	\$100.00		\$0.00	\$100.00	
GRANT FUNDS	\$0.00		\$330.00	-\$330.00	
TOTAL REVENUE	\$117,746.00	\$384.83	\$82,250.70	\$35,495.30	70%

**Youngstown Free
Library
2017**

Activity
05/01/2017 - **Totals Year** **Remaining in** **%age of**
BUDGET 2017 06/30/2017 to Date Budget Budget

EXPENDITURE

PERSONNEL

SALARIES (GROSS)	\$63,000.00	\$9,553.15	\$30,417.23	\$32,582.77	48%
SUMMER PROG COORD'R	\$1,500.00		\$0.00	\$1,500.00	
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$730.79	\$2,326.93	\$2,773.07	46%
ANCILLARY BENEFIT	\$2,000.00		\$419.60	\$1,580.40	21%
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00		\$50.00	\$250.00	17%
NEW YORK STATE DISABILITY	\$350.00		\$262.38	\$87.62	75%
WORKER'S COMPENSATION	\$700.00		\$748.00	-\$48.00	107%
TOTAL PERSONNEL	\$72,950.00	\$10,283.94	\$34,224.14	\$38,725.86	47%

LIBRARY MATERIALS

AV MATERIALS	\$3,500.00	\$1,463.31	\$3,101.60	\$398.40	89%
BOOKS	\$22,500.00	\$2,035.69	\$5,904.25	\$16,595.75	26%
COMPUTER SOFTWARE	\$200.00		\$0.00	\$200.00	
PURCHASES FROM GRANT FUNDS	\$0.00	\$4.75			
SUBSCRIPTIONS	\$3,295.00	\$25.00	\$1,197.96	\$2,097.04	36%
TOTAL LIBRARY MATERIALS	\$29,495.00	\$3,528.75	\$10,208.56	\$19,286.44	35%

OPERATING EXPENDITURE

ALMS FEE	\$8,200.00	\$1,994.69	\$4,699.05	\$3,500.95	57%
HOUSEKEEPING	\$300.00	\$183.91	\$204.41	\$95.59	68%
INSURANCE	\$3,300.00		\$0.00	\$3,300.00	
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$261.38	\$955.94	\$794.06	55%
MAINT. - REPAIRS	\$750.00		\$0.00	\$750.00	
POSTAGE	\$600.00	\$117.23	\$267.49	\$332.51	45%
PROMOTIONAL	\$200.00	\$416.34	\$429.34	-\$229.34	215%
RENT	\$12,000.00		\$0.00	\$12,000.00	
SUPPLIES/ BOOK PROC.	\$2,700.00	\$509.46	\$1,111.69	\$1,588.31	41%
TELEPHONE *	\$1,600.00	\$260.01	\$773.50	\$826.50	48%
TOTAL OPERATING EXPENDITURE	\$31,400.00	\$3,743.02	\$8,441.42	\$22,958.58	27%

CAPITAL EXPENDITURE

EQUIPMENT	\$1,100.00	\$1,211.96	\$1,211.96	-\$111.96	110%
MAJOR IMPROVEMENTS	\$600.00		\$0.00	\$600.00	0%
TOTAL CAPITAL EXPENDITURES	\$1,700.00	\$1,211.96	\$1,211.96	\$488.04	71%

**Youngstown Free
Library
2017**

Activity
05/01/2017 - **Totals Year** Remaining in %age of
to Date Budget Budget
BUDGET 2017 06/30/2017

MISCELLANEOUS

ACCOUNTING	\$800.00	\$390.00	\$320.00	\$480.00	40%
AUDIT	\$0.00		\$0.00	\$0.00	
BOOK KEEPING	\$520.00		\$520.00	\$0.00	100%
CPA-990	\$750.00	\$400.00	\$400.00	\$350.00	
INVESTMENT & ADVISORY FEES	\$150.00	\$200.00	\$200.00	-\$50.00	
PAYROLL SERVICE	\$800.00	-\$16.32	\$268.88	\$531.12	34%
PAYROLL TAX PROCESSING (CTS)	\$600.00	\$166.02	\$228.64	\$371.36	38%
UNFORESEEN	\$300.00	\$100.67	\$198.79	\$101.21	66%
TOTAL MISCELLANEOUS	\$3,920.00	\$1,240.37	\$2,136.31	\$1,783.69	54%

LONG TERM PLANNING

COMMUNITY OUTREACH	\$1,000.00		\$750.00	\$250.00	75%
LIBRARY PROGRAMMING	\$500.00		\$0.00	\$500.00	0%
LIBRARY SPACE	\$5,200.00		\$0.00	\$5,200.00	0%
MISCELLANEOUS TECHNOLOGY & EQUIPMENT	\$200.00		\$0.00	\$200.00	0%
	\$100.00		\$0.00	\$100.00	0%
TOTAL LONG TERM PLANNING	\$7,000.00	\$0.00	\$750.00	\$6,250.00	11%

FUNDS

SCHOLARSHIP FUND	500	\$500.00	\$500.00	\$0.00	100%
TOTAL FUNDS	500	\$500.00	\$500.00	\$0.00	100%
TOTAL EXPENDITURE	\$146,965.00	\$20,508.04	\$57,472.39	\$89,492.61	39%

GAIN/LOSS **-\$29,219.00** **-\$20,123.21** **\$24,778.31** **-\$53,997.31**
*** should be equal

ASSETS SUMMARY

Year Beginning s at June 30th

TOTAL ASSETS	\$261,712.18	\$286,803.93		
Change in Value of Assets over Period		-\$20,108.47		
Realized Gains/Losses on Investments				
Period Change in FMV		\$14.74		
		\$14.74		
Change in Assets Value - Change in FMV		-\$20,123.21	***	should be equal

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
JUNE 30, 2017

ASSETS

Petty Cash	100.00
KeyBank	5,661.49
Morgan Stanley Bonds -169- Acct	215,411.66
Morgan Stanley Cash - 178- Acct	61,764.63
Merrill Lynch (Scholarship)	3,866.15

TOTAL ASSETS 286,803.93

Fund Balances

Unrestricted

General	39,642.63
Marie Braun Memorial	265.60
MaryGrace Foote Memorial	1,059.14
Total Unrestricted Funds	40,967.36

Restricted

Automation	53,665.32
Operating Reserve	104,690.90
Special Projects	82,888.60
Scholarship Donated	3,866.15
Fitch Cady Fund Donated	725.60
Total Restricted Fund Balance	245,836.57

Total Fund Balances 286,803.93

**Youngstown Free
Library
2017**

		Activity 07/01/2017 - 08/31/2017	Totals Year to Date	Remaining in Budget	%age of Budget
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REVENUE

TOWN OF PORTER	\$78,646.00		\$78,646.00	\$0.00	100%
NIAGARA COUNTY	\$6,000.00	\$1,000.00	\$1,000.00	\$5,000.00	17%
VILLAGE OF YOUNGSTOWN	\$14,000.00		\$0.00	\$14,000.00	
LOC. LIBRARY SERVICE AID	\$200.00		\$1,280.40	-\$1,080.40	640%
LEGISLATIVE INITIATIVE	\$0.00		\$0.00	\$0.00	
FINES/ COPIER/ FAX	\$1,300.00	\$547.10	\$1,476.53	-\$176.53	114%
INTEREST	\$3,500.00	\$2,133.54	\$2,338.84	\$1,161.16	67%
GIFTS	\$1,000.00	\$575.66	\$985.23	\$14.77	99%
ANNUAL DRIVE	\$13,000.00	\$610.00	\$1,060.00	\$11,940.00	8%
MISCELLANEOUS	\$100.00	\$0.50	\$0.50	\$99.50	1%
GRANT FUNDS	\$0.00	\$1,300.00	\$1,630.00	-\$1,630.00	
TOTAL REVENUE	\$117,746.00	\$6,166.80	\$88,417.50	\$29,328.50	75%

**Youngstown Free
Library
2017**

**Activity
07/01/2017 - 08/31/2017** **Totals Year
to Date** **Remaining in
Budget** **%age of
Budget**

EXPENDITURE

PERSONNEL

SALARIES (GROSS)	\$63,000.00	\$12,865.17	\$43,282.40	\$19,717.60	69%
SUMMER PROG COORD'R	\$1,500.00		\$0.00	\$1,500.00	
SOCIAL SECURITY & MEDICARE	\$5,100.00	\$984.16	\$3,311.09	\$1,788.91	65%
ANCILLARY BENEFIT	\$2,000.00		\$419.60	\$1,580.40	21%
PROF. DEVELOP/INSERV. & MEMBERSHIPS	\$300.00		\$50.00	\$250.00	17%
NEW YORK STATE DISABILITY	\$350.00		\$262.38	\$87.62	75%
WORKER'S COMPENSATION	\$700.00		\$748.00	-\$48.00	107%
TOTAL PERSONNEL	\$72,950.00	\$13,849.33	\$48,073.47	\$24,876.53	66%

LIBRARY MATERIALS

AV MATERIALS	\$3,500.00	\$335.39	\$3,436.99	\$63.01	98%
BOOKS	\$22,500.00	-\$19.69	\$5,884.56	\$16,615.44	26%
COMPUTER SOFTWARE	\$200.00	\$87.00	\$87.00	\$113.00	44%
PURCHASES FROM GRANT FUNDS	\$0.00	\$360.12			
SUBSCRIPTIONS	\$3,295.00	\$564.80	\$1,762.76	\$1,532.24	53%
TOTAL LIBRARY MATERIALS	\$29,495.00	\$1,327.62	\$11,536.18	\$17,958.82	39%

OPERATING EXPENDITURE

ALMS FEE	\$8,200.00	\$1,352.18	\$6,051.23	\$2,148.77	74%
HOUSEKEEPING	\$300.00	\$4.53	\$208.94	\$91.06	70%
INSURANCE	\$3,300.00	\$304.01	\$304.01	\$2,995.99	9%
MAINT. - OFFICE EQUIPMENT	\$1,750.00	\$646.72	\$1,602.66	\$147.34	92%
MAINT. - REPAIRS	\$750.00		\$0.00	\$750.00	
POSTAGE	\$600.00	\$31.65	\$299.14	\$300.86	50%
PROMOTIONAL	\$200.00	\$631.29	\$1,060.63	-\$860.63	530%
RENT	\$12,000.00		\$0.00	\$12,000.00	
SUPPLIES/ BOOK PROC.	\$2,700.00	\$475.87	\$1,587.56	\$1,112.44	59%
TELEPHONE	\$1,600.00	\$262.53	\$1,036.03	\$563.97	65%
TOTAL OPERATING EXPENDITURE	\$31,400.00	\$3,708.78	\$12,150.20	\$19,249.80	39%

CAPITAL EXPENDITURE

EQUIPMENT	\$1,100.00	\$1,500.00	\$2,711.96	-\$1,611.96	247%
MAJOR IMPROVEMENTS	\$600.00		\$0.00	\$600.00	0%
TOTAL CAPITAL EXPENDITURES	\$1,700.00	\$1,500.00	\$2,711.96	-\$1,011.96	160%

**Youngstown Free
Library
2017**

	BUDGET 2017	Activity 07/01/2017 - 08/31/2017	Totals Year to Date	Remaining in Budget	%age of Budget
MISCELLANEOUS					
ACCOUNTING	\$800.00	\$130.00	\$450.00	\$350.00	56%
AUDIT	\$0.00		\$0.00	\$0.00	
BANK FEES & CHARGES	\$0.00	\$141.00	\$141.00	-\$141.00	
BOOK KEEPING	\$520.00		\$520.00	\$0.00	100%
CPA-990	\$750.00		\$400.00	\$350.00	53%
INVESTMENT & ADVISORY FEES	\$150.00	-\$200.00	\$0.00	\$150.00	0%
PAYROLL SERVICE	\$800.00	\$128.50	\$397.38	\$402.62	50%
PAYROLL TAX PROCESSING (CTS)	\$600.00	\$52.13	\$280.77	\$319.23	47%
UNFORESEEN	\$300.00	\$138.77	\$337.56	-\$37.56	113%
TOTAL MISCELLANEOUS	\$3,920.00	\$390.40	\$2,526.71	\$1,393.29	64%
LONG TERM PLANNING					
COMMUNITY OUTREACH	\$1,000.00	-\$350.00	\$400.00	\$600.00	40%
LIBRARY PROGRAMMING	\$500.00		\$0.00	\$500.00	0%
LIBRARY SPACE	\$5,200.00		\$0.00	\$5,200.00	0%
MISCELLANEOUS	\$200.00		\$0.00	\$200.00	0%
TECHNOLOGY & EQUIPMENT	\$100.00	\$132.15	\$132.15	-\$32.15	132%
TOTAL LONG TERM PLANNING	\$7,000.00	-\$217.85	\$532.15	\$6,467.85	8%
FUNDS					
SCHOLARSHIP FUND	\$500.00	\$0.00	\$500.00	\$0.00	100%
TOTAL FUNDS	\$500.00	\$0.00	\$500.00	\$0.00	100%
TOTAL EXPENDITURE	\$146,965.00	\$20,558.28	\$78,030.67	\$68,934.33	53%
GAIN/LOSS	-\$29,219.00	-\$14,391.48	\$10,386.83	-\$39,605.83	
		***		should be equal	

ASSETS SUMMARY	Year Beginning	at August 31st
TOTAL ASSETS	\$261,712.18	\$267,354.68
Change in Value of Assets over Period		-\$19,449.25
Realized Gains/Losses on Investments		
Accounts Payable - Next Month Payments		-\$3,343.86
Period Change in FMV		-\$1,713.91
		-\$5,057.77
Change in Assets Value - Change in FMV		-\$14,391.48

*** **should be equal**

YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: August 31st 2017

ASSETS

Petty Cash	100.00
Key Bank	5,592.61
Morgan Stanley Bonds -169- Acct	215,829.46
Morgan Stanley Cash - 178- Acct	41,966.46
Merrill Lynch (Scholarship)	3,866.15
Total Assets	267,354.68

FUND BALANCES

Unrestricted

General	18,358.77
Marie Braun Memorial	267.60
MaryGrace Foote Memorial	1,067.12
Total Unrestricted Funds	19,693.50

Restricted

Automation	54,069.99
Operating Reserve	105,480.34
Special Projects	83,513.64
Scholarship Donated	3,866.15
Fitch Cady Fund Donated	731.07
Total Restricted Fund Balance	247,661.18

Total Fund Balances	267,354.68
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